



City of Yakima

**Type I Review**

Application Packet

**City of Yakima, Planning Division**  
**129 North 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor, Yakima, WA 98901**  
**Phone#: (509) 575-6183 Email: ask.planning@yakimawa.gov**

Check <https://www.yakimawa.gov/services/planning/land-use-application-forms/>  
for the most current version of this application form.



**LAND USE APPLICATION**

**CITY OF YAKIMA, DEPARTMENT OF COMMUNITY DEVELOPMENT**  
**129 NORTH SECOND STREET, 2ND FLOOR, YAKIMA, WA 98901**  
**PHONE: (509) 575-6183 EMAIL: ask.planning@yakimawa.gov**

**INSTRUCTIONS – PLEASE READ FIRST AND ANSWER ALL QUESTIONS COMPLETELY.**

If you have any questions about this form or the application process, please ask to speak with a planner. All necessary attachments and the filing fee are required upon submittal. Filing fees are not refundable. This application consists of four parts. PART I - GENERAL INFORMATION AND PART V – CERTIFICATION are on this page. PART II, III, and IV contain additional information specific to your proposal and MUST be attached to this page to complete the application.

**PART I – GENERAL INFORMATION**

1. Applicant's Information:	Name:							
	Mailing Address:							
	City:	St:	Zip:	Phone :	( )			
	E-Mail:							
2. Applicant's Interest in Property:	Check One:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent	<input type="checkbox"/> Purchaser	<input type="checkbox"/> Other _____			
3. Property Owner's Information (If other than Applicant):	Name:							
	Mailing Address:							
	City:	St:	Zip:	Phone:	( )			
	E-Mail:							
4. Subject Property's Assessor's Parcel Number(s):								
5. Property Address:								
6. Property's Existing Zoning: <input type="checkbox"/> SR <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> HB <input type="checkbox"/> SCC <input type="checkbox"/> LCC <input type="checkbox"/> CBD <input type="checkbox"/> GC <input type="checkbox"/> AS <input type="checkbox"/> RD <input type="checkbox"/> M-1 <input type="checkbox"/> M-2								
7. Type Of Application: (Check All That Apply)								
<input type="checkbox"/> Type (1) Review		<input type="checkbox"/> Administrative Adjustment			<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Transportation Concurrency		<input type="checkbox"/> State Environmental Policy Act Review (SEPA)			<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Master Application (select if submitting two or more applications under Title 15)								

**PART II – LAND USE DESIGNATION (See attached page)**

**PART III – NARRATIVE – PROPOSED PROJECT DESCRIPTION (See attached page)**

**PART IV – SITE PLAN CHECKLIST (See attached page)**

**PART V – CERTIFICATION**

I certify that the information on this application and the required attachments are true and correct to the best of my knowledge.

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**FILE/APPLICATION(S)#**

**DATE FEE PAID:**

**RECEIVED BY:**

**AMOUNT PAID:**

**RECEIPT NO:**



Supplemental Application For:  
**TYPE (1) REVIEW**  
 YAKIMA URBAN AREA ZONING ORDINANCE, CHAPTER 15.13

**PART II – DESCRIPTION OF EXISTING AND PROPOSED LAND USE**

Applications which do not qualify as redevelopment are: Uses where the proposed use is located in an existing commercial center or Central Business District parking exempt area, uses which do not generate additional traffic, parking, or modify an existing parking lot driveway or circulation plan; and are exempt from environmental review.

Applications, which constitute redevelopment and require Type 1 review are not exempt from the requirements of providing dedication of right-of-way, frontage improvements such as curb, gutter, and sidewalks, or installation of public utilities in accordance with YMC Titles 8 and 12 Development standards.

Change of use proposals within existing buildings in the CBD shall be exempt from Type (1) review when the proposed new use is a Class (1) use under the Retail Trade and Service portion of YMC 15.04.030, Table 4- 1. New construction or expansion of Class (1) uses shall follow the Type 1 Review or Modification process, as applicable.

1. Proposed land use as defined by YMC § 15.04.030 Table 4-1:
  
2. Previous land use as defined by YMC § 15.04.030 Table 4-1:
  
3. If the previous and proposed land uses are the same, has the previous land use been out of business for over 18 months?  
 Yes  No  N/A  
 Applications for Type (1) Reviews where there is no change of land use as identified above are permitted outright (not requiring Type (1) Review and are authorized to apply directly for a business license and/or building permit).
4. Is the proposed land use located in an existing commercial center with three or more tenant spaces?  
 Yes  No
5. Is the subject property located in the city of Yakima central business district parking exempt area?  
 Yes  No
6. Does the subject property have curb, gutter, and sidewalk installed along all abutting streets?  
 Yes  No
7. Does the proposed land use involve construction of new commercial buildings, street improvements (curb, gutter, sidewalks, streetlights, or driveway approaches), or renovation of an existing building or property?  
 Yes  No
8. Does the proposed use require the construction of additional parking stalls in accordance with YMC § 15.06 Table 6-1 or modification of the subject development’s parking lot?  
 Yes  No
9. Will the proposed use/development generate additional vehicle trips beyond that of the previous use/development or more than 10 p.m. peak hour trips requiring transportation concurrency review under YMC 12.08?  
 Yes  No
10. If the proposed use generates more than 10 p.m. peak hour trips, has a transportation concurrency application been submitted with this application?  
 Yes  No  N/A
11. Does the subject development require State Environmental Policy Act (SEPA) review as required by YMC 6.88 and WAC 197-11?  
 Yes  No

**PART III - NARRATIVE**

1. Description of proposed action:

**PART IV – SITE PLAN CHECKLIST**

All general site plans shall be drawn to scale and be legibly drawn, prepared, or printed on eight and one-half inches by eleven inches, unless otherwise requested. The scale of the drawing shall be a standard engineering scale and shall reasonably utilize the paper's size.

General Site Plan Checklist for Type (1) Review – YMC § 15.11.030 (B):

- Property Address
- Legal Description
- North Arrow
- Scale
- Applicant Name
- Project Name
- Property Dimensions and Shape of Lot
- Size and Location of Existing Structures
- Size and Location of Proposed Structures
- Distance(s) of Structures to Property Line and Centerline of Right-of-Way (YMC § Ch. 15.05, Table 5-1)
- Location of Existing and Proposed Signage (YMC § Ch. 15.08)
- Size and Location of Utilities
- Parking Circulation Plan (YMC § Ch. 15.06.030)
- Proposed Landscaping (YMC § Ch. 15.06.090)
- Proposed SITESCREENING (YMC § Ch. 15.07)
- Location of Ingress and Egress Points
- Adjacent Rights-of-Way and Existing Frontage Improvements
- Lot Coverage Calculation (YMC § Ch. 15.05.020(C))
- Clearview Triangle – YMC § Ch. 15.05.040 – Vision Clearance
- Dumpster and Screening Location

The site plan shall also include any other information required by the Department or Administrative Official to clarify the proposal, assess its impacts, or determine compliance with this Title.

**Note:** If you have any questions about this process, please contact City of Yakima Planning Division – 129 N. 2nd St., Yakima, WA or by phone at: (509) 575-6183.